

Section 51 Manual for Turia Media (Proprietary) Limited

The following information in respect of Headgear Strategic Communication (Proprietary) Limited, bearing CIPC Registration Number 2011/145271/07, ("**the Company**") is provided in compliance with the requirements under Section 51 of the Promotion of Access to Information Act, Act 2 of 2000 ("**the Act**").

1. Requirements under Section 51(1)(a)

1.1. Postal Address

C/o Praetoriani
Suite 207, Private Bag X16
Constantia, Cape Town
Western Cape
Republic of South Africa
7848

1.2. Physical Address

Office 3, First Floor
Caversham Centre
15 Main Road, Bergvliet
Cape Town, Western Cape
Republic of South Africa
7945

1.3. Contact Information

Telephone – +27 21 712 9986

Facsimile – +27 86 519 6911

1.4. Head of the Company

Title: Mr.

Full Name: Gideon Christiaan Lamprecht

Designation: Director and Public Officer

Authorisation Level: Fully authorised to act in any matter on behalf of the Company.

Other Information: Mr. Lamprecht has held a full interest in the Company's issued share capital and has held his fiduciary position since the Company's incorporation.

Contact Email: glamprecht@turiamedia.com

2. Requirements under Section 51(1)(b)

2.1. Human Rights Commission Guide

The South African Human Rights Commission ("the **SAHRC**") has prepared a guide in terms of Section 10 of the Act, containing information required by any person wishing to exercise any right contemplated by the Act. Any queries concerning the guide ought to be addressed directly to the SAHRC, located in Johannesburg. Further particulars are included below for ease of reference:

2.2. Contact Details of the SAHRC

Website URL: www.sahrc.org.za

Head Office Physical Address: 29 Princess of Wales Terrace
Corner of York and St. Andrews Street
Parktown, Johannesburg
Republic of South Africa

Postal Address: C/o SAHRC

Private Bag 270
Houghton, Johannesburg
Republic of South Africa
2041

Telephone: +27 11 484 8300
Email: paia@sahrc.org.za

3. Requirements under Section 51(1)(c)

3.1. The Act makes provision in Section 52(2)(a) for the publication by Government Notice of categories of records held by the Company which are automatically available and for which the requester need not follow the procedural requirements as laid out in the Act. No such notice has yet been published.

4. Requirements under Section 51(1)(d)

4.1. Certain records are available in terms of other legislation, which are enumerated below:

- Basic Conditions of Employment Act, Act 75 of 1997
- Labour Relations Act, Act 66 of 1995;
- Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993;
- Companies Act, Act 61 of 1973;
- Companies Act, Act 71 of 2008;
- Value Added Tax, Act 89 of 1991;
- Income Tax Act; Act 58 of 1962;
- Unemployment Insurance Act, Act 63 of 2001;
- Unemployment Contributions Act 4 of 2002;
- Sills Development Levies Act, Act 9 of 1999; and
- Skills Development Act, Act 9 of 1999

5. Requirements under Section 51(1)(e)

5.1. In terms of Section 51(1)(e), the Company is required to provide details of categories and subjects held by the it. These are enumerated through part 5.3 to 5.6 of this guide, *infra*:

5.2. Information, as contemplated in parts 5.3 to 5.6 of this guide, *infra*, can be obtained from the Company on requests as described below:

5.2.1. The requester must complete 'Form C' and submit this form, together with proof of payment to the Company of the respective request fee as contained in Annexure A, to the Head of the Corporation, provided: if the request pertains to reflexive personal information, no fee shall be payable.

5.2.2. The submission in terms of part 5.2.1 must be effected as below:

- By delivering, or causing to be delivered, the submission documents to Company's physical or postal address, for the attention of the Head of the Corporation;
- By transmission by facsimile to the Company's facsimile number, for the attention of the Head of the Corporation; or
- By transmission by email directly to the Head of the Corporation at the address described in part 1.4.

5.2.3. The form must:

- Provide sufficient particulars to enable the Head of the Corporation of the Company to identify the record(s) requested and to identify the requester;
- Indicate which form of access is required;
- Specify a postal address or facsimile number for return of information to the requester, provided: such address or number is within the Republic of South Africa;
- Identify the right which the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for exercise or protection of such a right;

- State that manner and the necessary particulars to be informed in the other manner, if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner;
- State in which capacity the requester is acting, if the request is made on behalf of another person, and submit proof of the capacity to act which in the opinion of the Head of the Corporation discharges the burden of proof in a reasonably satisfactory manner.

5.3. Companies Acts

- Statutory Documents of Incorporation;
- Memorandum of Associate and Articles of Association;
- Memorandum of Incorporation;
- Minutes of Management Meetings;
- Minutes of Meetings of the Board of Directors;
- Minutes of Meetings of Shareholders;
- Records and Documents relating to the Appointment of Directors, Auditors, Company Secretaries, Public Officers and/or Other Officers;
- Share Register and Other Statutory Registers;
- Statutory Returns; and
- Associated Correspondence.

5.4. Financial Records

- Annual Financial Statements;
- Accounting Records;
- Banking Records;
 - Bank Statements; and
 - Electronic Banking Records.
- Invoices and/or Tax Invoices;
- Asset Registry;
- Gift Registry;
- Financial Transactions;
- Agreements and Contracts; and
- Associated Contracts.

5.5. South African Revenue Services Records

- Income Tax Returns and Computations;
- VAT Returns and Computations;
- EMP Returns, Reconciliations and Computations;
- Documents Issued to Employees:
 - Remuneration Statements; and
 - Employees Tax Certificates.
- All Other Statutory Compliance and Returns:
 - Regional Services Levies;
 - Skills Development Levies;
 - UIF; and
 - Compensation for Occupational Injuries and Diseases Act.
- Associated Correspondence

5.6. Personnel Documents and Records

- Employment Contracts, Agreements, Annexures and Addenda;
- Conditions of Service;
- Employee Records;
- Industrial and Labour Relations Records;
- Information relating to Health and Safety Regulations;
- Statutory Records; and
- Associated Correspondence.

6. Requirements under Section 51(2)

6.1. In terms of Section 51(2), the Company is required to update by amendment, addition or deletion any of the particulars contained herein to remain compliant with the Act. The details as contained herein are correct as at the 21st December 2011.

7. Execution and Certification

The Contents of this manual are asserted to be correct in all material aspects and is submitted to the SAHRC in compliance with the Company's obligations in terms of Section 51 of the Act.

30th December 2011

Date

Gideon Christiaan Lamprecht - Director and Public Officer

I hereby certify that the executor of this document has acknowledged in my presence that he knows and understands the contents thereof, which was signed, initialed and attested by him personally before me at Cape Town.

30th December 2011

Date

Commissioner of Oaths

Reference # Wynberg, Bergvliet 1 / 9 / 4 (LS/COP/19-03-2011)

Fees Payable in respect of Requests for Information

1. Certain regulations were issued in terms of the Act (“**the Regulations**”).
2. The fee for a copy of the manual as contemplated in Section 9(2)(c) of the Regulations is ZAR1.10 for every photocopy of an A4-size page or part thereof.
3. The fees for reproduction referred to in Section 11(1) of the Regulations are as follows:

Description	Fee Payable (in ZAR)
For every photocopy of an A4-sized page or part thereof.	1.10
For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine – readable form	0.75
For a copy in a computer-readable form on 1.44MB magnetic disc	7.50
For a copy in a computer-readable form on compact disc	70.00
For a transcription of visual images, for an A4-sized page or part thereof	40.00
For a copy of visual images	60.00
For a transcription of an audio record, for an A4-sized page or part thereof	20.00
For a copy of an audio record	30.00

4. The request fee payable by every requester, other than a personal requester, referred to in Section 11(2) of the Regulations is ZAR50,00.
5. The access fees payable by a requester referred to in Section 11(3) of the Regulations are as follows:

Description	Fee Payable (in ZAR)
For every photocopy of an A4-sized page or part thereof.	1.10
For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine – readable form	0.75
For a copy in a computer-readable form on 1.44MB magnetic disc	7.50
For a copy in a computer-readable form on compact disc	70.00
For a transcription of visual images, for an A4-sized page or part thereof	40.00
For a copy of visual images	60.00
For a transcription of an audio record, for an A4-sized page or part thereof	20.00
For a copy of an audio record	30.00
To search for and prepare the record for disclosure, which is reasonable required for such search and preparation, for each hour or part thereof so spent, excluding the first thereof	30.00

6. For purposes of section 22(2) of the Act, the following applies:
 - 6.1. Six hours as the hours to be exceeded before a deposit is payable; and
 - 6.2. One third of the access fee is payable as a deposit by the requester.
7. The actual postage is payable when a copy of a record must be posted to a requester

Form C

Request for Access to Records of a Private Body
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)
[Regulation 10]

A. Particulars of private body

The Head of the Corporation, being: _____

B. Particulars of the Person Requesting Access to the Record(s)

- a) The particulars of the person who requests access to the record must be given below.
- b) The delivery address and/or facsimile address within the Republic of South Africa to which the information is to be sent must be provided.
- c) Proof of capacity in which the request is made must be led by evidentiary documentation and attached hereto.

Full Name: _____

South African Identity Number: _____

Postal Address: _____

Facsimile Number: +27 _____

Telephone Number: +27 _____

Email Address: _____

Description of Capacity: _____

C. Particulars of person on whose behalf request is made

- a) This part must be completed **if, and only if**, a request for information is made on behalf of another person.

Full Name: _____

South African Identity Number: _____

D. Particulars of record

- a) Provide full particulars of the record to which access is requested, including the reference number if that is known by you, to enable the record to be located.
- b) If the space below is inadequate please continue on a separate folio and attach it to this form, having noted that the requester ought to sign all additional folios so attached.

Description of Record or Relevant Part of the Record: _____

Reference Number, if available: _____

Any further particulars of record: _____

E. Fees

- a) A request for access to a record, other than one containing personal information about the requester, will be processed only after the appropriate fee has been paid, or is proved to have been paid.
- b) The requester will be notified of the amount required to be paid as the request fee.
- c) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare a record.
- d) If the requester qualifies for exemption of the payment of any fee, the reason for such qualification ought to be given and substantiated below:

Reason for Exemption from Payment of Fees: _____

F. Form of Access to Record

- a) If the requester is prevented by a disability to read, view or listen to a record in the form of access provided for 1 to 4 hereunder, such disability ought to be stated and an alternative form of record presentation indicated.

Disability: _____

Required Form of Record: _____

- b) Compliance with the request in the specified form may depend on the form in which the record is available.
- c) Access in the form requested may be refused in certain circumstances. In such a case the requester will be informed of access will be granted in another form.
- d) The fee payable for access to a record, if any, will be determined partly by the form in which access is requested.
- e) Indicate the required form by use of an **X** rightly adjacent to the specified option below:

- 1) If the record is in a written or printed form:

Copy of the Record*		Inspection of the Record	
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- 2) If the record consists of visual images, including photographs, slides, video recordings, computer-generated images, sketches, inter alia:

View Images		Copy of the Images*	
Transcription of the Images*			

- 3) If the record consists of recorded words or information which can be reproduced in sound:

Listen to Soundtrack Audio Cassette		Transcription of Soundtrack, Written or Printed Document*	
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- 4) If the record is held on a computer or in an electronic or machine-readable form:

Printed Copy of Record*		Printed Copy of Information Derived from the Record*	
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Copy in Computer- Readable Form*		
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- 5) If the request for in such a for form marked with a asterisk (*), indicate whether the information should be posted – note postage will be payable:

Post Information		Do Not Post Information	
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G Particulars of right to be exercised or protected

- a) If the space below is inadequate please continue on a separate folio and attach it to this form, having noted that the requester ought to sign all additional folios so attached

- 1) Indicate which right is to be exercised or protected: _____

- 2) Explain why the record requested is required for the exercise or protection of the aforementioned right: _____

H. Notice of decision regarding request for access

- a) The requester will be notified in writing whether their request has been approved or denied. If notification thereof ought to be made in another manner, please specify the manner and provide the necessary details to enable compliance therewith.

1) Alternative Manner of Notification of Outcome of Request: _____

Signed at _____, on this the _____ day of
_____ 20 _____

Signature of Requester / Person on Whose Behalf Request is Made